

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Big Arm Fire Station No. 2

October 11, 2017

6:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, Dick Wunderlich, R. Jack Clapp, John Doty.

Board trustee absent: Ron Roberts, excused.

Staff: Fire Chief Gordon R. Gieser, Finance Officer Bonnie M. Manicke.

Guests/Visitors: Ray Winn, Alison Meslin, Steve Kaplan, Arlene Tompkins, Matt Dougherty, Shondra Thorsted, Caleb DesJarlais, Drew Hoel, David Waterman, Cynthia Waterman, Paul Laisy, Una Rose Graham, Lee Manicke, Michael Hingiss, Jeff Veach, Leanna Fillman, Lee Engbretson and Sonja Engbretson,

Chair Nelson opened the meeting with the Pledge of Allegiance at 6:02 p.m. {00:40} – Chair Nelson thanked everyone for attending. Trustee Ron Roberts is absent, excused.

Minutes August 22, 2017 and September 13, 2017 {01:36} – Trustee Wunderlich motion to approve August 22, 2017 FY 2017-2018 budget public hearing and special meeting minutes to adopt the FY 2017-2018 budget and September 13, 2017 monthly meeting minutes. Trustee Doty second. Public comment: none. Motion passed unanimously by voice vote.

Communications {04:32} – None.

Claims: {04:41} – Trustee Doty motion to approve September, 2017 claims. Trustee Clapp second. Motion passed unanimously by voice vote. Chief Gieser requested direction from the board regarding claim processing. Are purchase orders required for standard claims i.e. electricity, water? This month purchase orders were issued for all claims. He commented the purchase order is duplicating the process. The chief is responsible for the purchase through the board. The claim is stamped for approval and coded for budget expenditure. If a claim is questionable, it will be researched from the point of origin. The purchase order added a cumbersome component to the claim processing. If it is the board's pleasure, Chief Gieser will complete the purchase orders. Bonnie commented generally purchase orders are used for capital purchases i.e. fire hose. The chief is in charge of operations, therefore the purchase orders are not necessary. Chair Nelson suggested a simple process with the expenditures reviewed and approved by the board. The question arose if the purchased order was a board directive by resolution or order. Former Chief Laisy commented the purchase order process was a recommendation. At this time, it is the consensus of the board to eliminate the purchase order process. Chair Nelson noted the air tanks will be tested at a reduced rate. Gordon acquired 1000 feet of 3-inch hose at no cost.

TREASURY REPORT FOR MONTH ENDING SEPTEMBER 30, 2017 {11:30} –

Lake County Treasurer Reports posted to accounting system & balanced with Lake County. Revised report at September 30, 2017..

FUND # 7245 Operating Fund	\$ 21,402.79
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 21,210.54
FUND # 7246 Capital Improvement Fund	\$115, 471.15
FUND # 7243 Voted Levy Operating Fund (transition fund)	\$.13

Check numbers 6636 – 6656, both inclusive issued 10/11/17	\$ 5,375.82
Represents September, 2017 claims	

Public Safety:

Fire Chief payroll 9/01 and 9/15, 2017	\$1,775.70
Employee IRS withholding	342.30
Montana State withholding	82.00
Sub-total payroll	\$2,200.00
Employer expense match SS & Medicare	\$ 168.30
Quick books processing fee	\$ 3.50

A101 Revenue Receipts -

10/06/17 Receipt #A101-105192 West Shore Community Church	\$150.00
Utilities stipend July, August, September 2017	

10/06/17 Receipt #A101-105193 AAA Grant	
Grant for Fire Prevention Week	\$1,000.00

Trustee Clapp noted the Lake County Fire Association dues invoice was not included in the claims. The claim will be processed in November. Public comment: None
Chair Nelson thanked Bonnie for the report.

CHIEF'S REPORT {14:35} – Chief Gieser presented the following report September 14, date of swearing in through October 10. Calls: Possible car fire mile marker 73, deer vs car Hwy 93, illegal burn Ducharme Lane, bear vs car mile marker 71 Hwy 93, law enforcement requested thermal imager Hwy 93 and South Hills Way, ambulance assist CPR in progress Peace Road, ambulance assist landing alert Jumping Horse Lane, possible vehicle rollover Tower and Camas Road unfounded, possible vehicle slide in mile marker 67 Highway 93, possible fire mile marker 76/77 Hwy 93, smoke investigation Jette Lake at Jette Store, possible out of control burn Meadow Lark Lane, possible fire Big Arm State Park mile marker 76/77, ambulance assist CPR in progress Turtle Lake Road, carbon monoxide alarm Melita Island Road, smoke investigation Hwy 93 on Polson Hill by museum, possible out of control fire Rocky Point Road, vehicle accident north Jette Store.

Training: SCBA and Ppe. Incident management procedure for Polson Rural and Polson City to understand the two different operating perimeters between the two organizations to avoid any conflicts during mutual aid. Gordon will provide an ARM report which is a resource management report. Chief Gieser is an administrator and a past fleet supervisor. Internalize repair costs will direct the revenue toward items to benefit the district.

Repair and Maintenance: WT-319 repair compartment door latches on SCBA and generator doors, WT-337 compression test on engine 110 lbs per cylinder, replace one spark plug with broken porcelain, inspect and adjust clutch, valve repair pending, returned to Station 3, E-318 repair officer side outside door latch, E-316 read computer trouble codes, found glow plug indicator panel unplugged, reset check engine light, changed fuel filter, reset fuel filter warning light, Station 1 warranty repair heat system in Chief's office, E-328 pump test unit- pump tests, reconciling with ISO pump testing in different station locations. Gordon suggested the first line engine with full water

supply will provide sufficient testing. He plans to reconcile the pump testing with ISO. The pump tests are internalized at a cost savings of \$500 per unit, completed pump packing, adjusted pump packing, hydro test 14 SCBA bottles, U-301 serviced unit. Repaired plumbing leak at Station 1. Administration: GIS road mileage map. A station location map will be available next month. The five miles coverage to a station will reduce the property owners insurance costs. Chief Gieser is available for questions or concerns. Attended board by-laws committee, and the Lake County Fire Chief's Association meeting in Ronan, reviewed claims, completing a back log of reports before the new CAD system is implemented, screened 1000 feet of 3 inch hose at no cost from Gordon's former employer-typically new 3-inch is \$3.00/foot. Chair Nelson commented Gordon is analyzing the operations and generously contributes additional hours and services. Capt. Hoel commented Chief Gieser is great to work with and brings a lot to the table, his knowledge of operations is tops. Capt. Hoel appreciates the board's decision to hire Gordon. Alison Meslin suggested the type of response calls totaled. Gordon will add the information to next month's report. Chair Nelson thanked Gordon for the report.

MEMBERSHIP REPORT {23:48} – Michael Hingiss reported the membership plans to visit the area schools during Fire Prevention Week. The membership purchased \$500 of Fire Prevention items to hand out. The district received a \$1,000 AAA grant for fire prevention supplies, therefore the membership would like to be reimbursed for the supplies. A claim will be submitted next month. Polson Rural District embroidered apparel is available to purchase.

Old Business:

UPDATE ON STATION SOUTH {25:35} – Chief Gieser reported Regatta Road will be included in the revised GIS map. The map will be available for the November meeting. Public comment: None

UPDATE ON TENDER {26:22} - Chief Gieser reported an opportunity is available to send the tender back to DNRC. The fate is yet to be determined. Gordon plans to continue the inspection and operation of the tender and report to the board. Public comment: None

UPDATE ANTENNA ON JETTE {27:17} – The Polson Hill repeater will be moved to the Jette location to increase communication. Public comment: None

BY-LAWS AMENDMENT APPROVAL WHERE MINUTES ARE FOUND {28:34} – Trustee Wunderlich advised minutes up to three years are available at <http://www.lakemt.govprfd>. Beyond three years minutes are available at Lake County Clerk and Recorder office. **Trustee Wunderlich motion to approve the by-laws amendment regarding access to the minutes at this time. Trustee Clapp second.** Public comment: none. **Motion passed unanimously by voice vote.**

COMMITTEE REPORT UPDATE BY-LAWS {30:43} - Trustee Wunderlich reported the committee met September 9th to review the current by-laws and discuss changes. Attorney Rich Gebhardt will review the revisions for compliance with state codes. Alison will prepare a draft of the revised by-laws. The committee will meet prior to the November board meeting to review the draft. A copy of the revised by-laws will be available for review and comment at the November board meeting. Public comment: none. Chair Nelson thanked the committee.

COMMITTEE REPORT ON WILDLAND FIRE INCOME AND POSSIBLE USE {33:02} -

Trustee Clapp reported the projected 2017 wildland fire income is \$76,047 plus reimbursement for fuel \$2,154.46. The income is a three fold increase over previous years. It is important to note Tender #319 brought in \$36,421.50 and Tender #337 brought in \$25,568. The tenders both had the same hours on the fire. The difference is Tender #319 carried 500 gallons more water. As the district moves forward, a tender that carries 2,500 gallons of water is significant. It is almost a 50 percent premium for the 500 additional gallons. Tenders #319 and #337 the oldest tenders were contracted daily for approximately five weeks. Typically the tenders were at the stations in the evenings. Tender #308 was at Station 1 and Tender #326 was at Station 2. The wildland Engines #333, #316 #308 were paid to stay in district; and were staffed from 12 to 8 p.m. daily. The Tribal Division of Fire determined the risk was sufficient that it was worthy to have the equipment staffed and ready to respond in the district or adjoining district on a first response basis. The tenders did respond to a one acre fire at Buffalo Bridge. The stand by tenders and tenders at Division of Fire responded. The first three weeks #319 and #337 were assigned to the Blue Bay Fire. Tender #319 had a tire damage which was replaced with a new tire. The reports were filed and will be monitored for receipt of income. Leanna Fillman questioned the state budget and payment for the wildland response. Chair Nelson indicated the wildland reports are overwhelming due to the active fire season. Payment should be realized in December. The crew salaries are not included in the contracted equipment service payment. Alison Meslin commented several years ago Tender #337 was considered out of service. Currently #337 equipment contract income is over \$25,000. Trustee Clapp indicated Tender #326 was purchased in 2006 to replace Tender #337; although it continues to live. Trustee Wunderlich reported the committee met to consider use of wildland income. He received public comment for use of the income. The committee analyzed 1). Equipment repair, new station. 2). 6x6 tender rebuild, retire tender #337 – replace with used diesel unit 2500 to 3000 gallon \$35,000 to \$40,000 range. 3). Add available funds to cash reserves – The reserves have been extremely low the past two years. The reserve is the cash available for operations July to October. 4). Firefighter equipment. 5). Transfer to capital reserve at June 30th.

AMENDMENT REQUEST FROM PAUL NOW FROM CHIEF GIESER {47:10} - Chief

Gieser suggested the amendment moved to the by-laws committee. It seems remiss to piece meal the amendment in the short term while the committee is updating the by-laws. He requests the discussion included in the new by-laws. Chair Nelson introduced the proposed amendment. Basically it says if a volunteer firefighter is appointed or elected to the board of trustees, they would have to relinquish their officer's position in the fire department during their tenure as a board member. **Trustee Wunderlich motion move request to by-laws committee. Trustee Doty second. Public comment: none. Motion passed by voice vote. Trustee Clapp abstained.**

New Business:

APPROVAL OF A NEW FIREFIGHTER APPLICATION {50:46} – Cheryl Hogan and Cooper Hedeem were recommended by the interview committee. Cheryl has experience as a firefighting in California, EMT credentials, and employed at Lake County 911. She will be assigned to Station 1 Cooper has experience as a firefighter in Washington, served on the Chief Cliff Department for a couple of years. He will be assigned to Station 2. The board did not meet in executive session to further review the applications. **Trustee Wunderlich motion to approve Cheryl Hogan and Cooper Hedeem as Polson Rural Fire firefighters. Trustee Doty second. Public comment: none. Motion passed unanimously by voice vote.** The board congratulated Cheryl and Cooper.

CHANGE STATION 1 SIGN IN FRONT {53:33} – Michael Hingiss requested a board member appointed to the committee to review a new sign for Station 1. Trustee Doty volunteered to join the committee. The committee is Chief Gieser, Trustee Doty, and a volunteer from the membership. The membership will pay for the sign.

MEMBERSHIP ACCESS TO INTERNET JUST FOR THEIR USE

SPLIT COST OF INTERNET {54:47} –

Michael Hingiss reported the internet service through Lake County is overloaded. The chief's office has internet access. The membership would like laptop access in the meeting room. The membership is considering bringing a new internet service into the building. Therefore would the district be interested in splitting the cost of the internet service. The county is reviewing options for internet service. Chair Nelson suggested the board wait for the county to complete the review. The county connection is wireless.

NEED FOR A COMMITTEE TO LOOK AT NEED FOR A MILL LEVY INCREASE OR NOT AND HOW TO APPROACH IT {57:15} – Chair

Nelson introduced the agenda item. The 5-mill voted levy will sunset in two years.. A committee will be appointed to review the needs of the district and consider a nominal mill levy increase for operations. The appointed committee will be two board members, two or three Big Arm residents, and two or three Polson residents. Trustee Clapp commented the district lost approximately one-third of the revenue source with the loss of Kerr Dam taxable value. Energy Partners, Inc. purchased the Jaws equipment for the district to compensate for the first year's loss of tax revenue. Currently they opted to eliminate funding for capital purchases. The district is attempting to maintain resources at a level prior to the Kerr Dam loss of taxable value. Chair Nelson suggested a two to three mill increase. The FY 2017-2018 mill is \$13,574. The ISO rating from a 9 to a 6 will reduce the residential property insurance costs. Alison Meslin commented the capital reserve fund has over \$100,000, the voted levy fund should received an additional \$60,000 to \$70,000. Noting the amounts are reserved for the station to the south. The FY 2017-2018 budget for the capital reserve and voted levy could have included expenditures for turnouts, etc. to reduce the operating expenditures. It may be difficult to request an additional levy, with the funds available in the account. Chair Nelson replied the general operating fund is for maintenance. Trustee Clapp suggested the committee analyze the pulse of the community and how the district will move forward. The rural district split from the city two and half years ago and assumed additional expenses including the fire chief's salary. The chief's salary is a significant discount for the services provided. Hopefully residents will see a significant property insurance cost reduction. Trustee Wunderlich advised the 5-mill levy funds were transferred to the capital reserve for the proposed south station. Alison suggested a scale down of the station and items to acquire what is needed. Leanna Fillman suggested a public relations representative as a committee member. Chair Nelson appointed committee members Trustee Clapp, Trustee Roberts, Big Arm residents Ray Winn, and David Waterman, Polson resident Paul Laisy, plus two additional district residents to be appointed.

PROPERTY INSURANCE RATE REDUCTION {01:08} - Chair Nelson requested comments from the public regarding contact with insurance companies for a rate reduction. The insurance companies should be analyzing the new ISO rating. Comments included a \$500 reduction, \$700 reduction, and others are contacting the insurance carrier. Chief Gieser will write a letter to the insurance carrier if necessary. An article will appear in the volunteer's membership newsletter informing residents of the new ISO rating.

COMMENTS {01:10} – Chair Nelson reported on attending the State Trustees Conference in September. VFIS provided a seminar on insurance liability and discipline of volunteers. International Services Consulting seminar included consolidation and merging fire districts. A fire service area and a taxing district can be consolidated, and taxing district can also be consolidated. Consolidations may take a year plus. Background checks and credit checks should be completed on all volunteers and employees. The credit check in addition to the background check is legal and provide additional information. The conference registration fee is \$150 plus lodging. Fred would recommend the trustees consider attending next year.

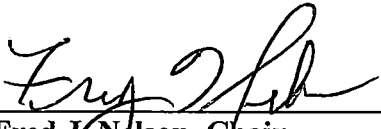
RE-SCHEDULE DECEMBER MEETING {01:14} – Trustee Wunderlich requested to move the December meeting to Thursday, December 14, 2017 6:00 p.m. **Trustee Clapp motion to move the December Polson Rural Fire Board meeting to Thursday, December 14, 2017 6:00 p.m. Trustee Doty second. Trustee Wunderlich abstained. Motion passed by voice vote.**

Public comment on non-agenda items {01:15} – Lee Engbretson thanked the volunteers for the wildland standby services. The ISO rating from a 9 to a 6 is much appreciated. Extended a welcome to Chief Gieser.

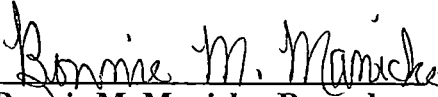
ADJOURN: {01:18} – Trustee Doty motion to adjourn. Trustee Clapp second. Motion passed unanimously by voice vote.

ADJOURN: 7:19 p.m.

Next regular scheduled meeting November 8, 2017, 6:00 p.m. at Fairgrounds Station No. 1.


Fred J. Nelson, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

AGENDA

Polson Rural Fire District Trustees Monthly Meeting
WEDNESDAY, OCTOBER 11, 2017 6:00 p.m.

Hwy 93 Big Arm, Montana 59910

Phone 406 883 4244

*Note: Time 6:00 p.m. at Big Arm Station 2

Trustee Meeting Includes:

Public comment by raising your hand

Review minutes – August 22, 2017, September 13, 2017

Communications

Review & Approve Claims

Treasurer's Report

Chief's Report

Membership Report

Old Business Including:

Public comment by raising your hand

Update station south

Update on tender

Update on antenna on Jette

By-law amendment approval where minutes are found Trustee Roberts

Committee report on update of By-laws

Committee report on wildland fire income and possible use

Amendment request from Paul now from Chief Gieser

New Business Including:

Public comment by raising your hand

Approval of a new firefighter application – Michael Hingiss and Chief Gieser

Change Station 1 sign in front – Membership Michael Hingiss

Membership access to internet just for their use, split cost of the internet –

Michael Hingiss

Need for a committee to look at need for a mill levy increase or not

and how to approach it – Trustee Wunderlich

Public Input on Non Agenda Items:

Comments:

Adjourn:

****ALL RESIDENT OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO ATTEND AND PROVIDE HELPFUL COMMENTS. <OTHER ITEMS NEED TO BE SUBMITTED TO THE BOARD 10 DAYS IN ADVANCE OF THE MEETING.**

September, 2017 claims – Approved October 11, 2017

Num	Description	Memo	Category	Amount
6636	AutoZone	Inv #3429844297 clips	211 Vehicle Repair & Maint Supplies	-16.24
		Inv#3429846307 small tool kit for E-337	211 Vehicle Repair & Maint Supplies	-89.99
6637	Beacon Tire Center, Inc.	Inv#76913 2-225/75016 tires E-314	211 Vehicle Repair & Maint Supplies	-311.46
		Inv#76913 2-mount & balance tires E-314	211 Vehicle Repair & Maint Supplies	-30.00
6638	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone {Landline} - Fairgrounds Stn.	-67.64
6639	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout Sept, 2017	316 Water Fill Spout - Fairgrounds Stn.	-61.34
6640	Complete Wireless Tech.	Inv #92138 1-Min V Ser#136WKA3382 rpr	206 Radios & Pagers, Repair	-75.00
		Inv #92138 shipping	206 Radios & Pagers, Repair	-13.61
		Inv #92194 1-Min V Ser #136WFW6290 non-rpr	206 Radios & Pagers, Repair	
		Inv #92194 1-Min V Ser #136WHN6398 rpr	206 Radios & Pagers, Repair	-75.00
		Inv #92194 shipping	206 Radios & Pagers, Repair	-13.64
6641	Davis & Brown CPAs PC	Inv#1244 09/12/17 RE: MT State Fund Add'l premium info	345 Payroll Accounting Fire Chief Salary	-20.30
		Inv#1244 09/13/17 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-15.66
		Inv#1244 09/27/17 update new employee Geiser, run pyrl	345 Payroll Accounting Fire Chief Salary	-32.87
6642	Fire Apparatus Repair, LLC	Inv#4207 class 1 gauge-4.5" for E-316	211 Vehicle Repair & Maint Supplies	-105.46
6643	First Bank Card	8/31/17 paypal Wang radio knobs	206 Radios & Pagers, Repair	-15.75
		8/31/17 paypal Commandcomm pager chargers	206 Radios & Pagers, Repair	-195.96
		9/05/17 paypal Minxxpro medical gloves	201 Operating Supplies	-15.90
6644	Jette Services	Sept, 2017 weekly cleaning Fairgrounds Station	321 Cleaning Services - Fairgrounds Stn.	-125.00
6645	L.N. Curtis & Sons	Customer#4929 Inv#97149 turnout gear patch	204 Turnouts Structure & Wildland	-74.00
6646	Mahugh Fire & Safety, LLC	Inv#76690 16-SCBA cyn for hydro tests @ \$20/ea	205 SCBA Equipment & Supplies	-320.00
6647	Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-71.73
		Location #2876820002 {1-security light}	302 Electricity - Big Arm Station	-12.81
		Location #2480744000	315 Electricity - Fairgrounds Station	-177.19
6648	Mission Valley Security, Inc.	Invoice #14056 3 times @ \$17.50	305 Security - Big Arm Station	-52.50
		Invoice #14056 3 times @ \$17.50	318 Security - Fairgrounds Station	-52.50
		Invoice #14056 Cellular Communication Fee 3 times @ \$10.95	305 Security - Big Arm Station	-32.85
6649	Montana Ace Polson	Inv#117122499 vlv bulb, paste E-316	211 Vehicle Repair & Maint Supplies	-49.98
		Inv#117124870 yellow paint, masking tape E-316	211 Vehicle Repair & Maint Supplies	-24.97
6650	Montana State Fund	Policy#03-434961-3Inv#12613769 Add'l Duelnst 1/4 8/1/17- 8/1/18	506 Worker's Compensation	-217.17
6651	Polson Auto Parts, Inc.	Inv#449173 bulb E-337	211 Vehicle Repair & Maint Supplies	-3.21
		Inv#449365 2-oil filters, 10w30 case oil E-319, E-317	211 Vehicle Repair & Maint Supplies	-69.71
		Inv#450254 bulb, 3-spark plugs for eng&chain saw E-316	211 Vehicle Repair & Maint Supplies	-17.72
		Inv#450611 ring & slide terminal E-323	211 Vehicle Repair & Maint Supplies	-18.26
6652	Republic Services #889	Acct #3-0889-0014329 Inv#0889-002015953 Sept 2017 disposal	319 Disposal Service - Fairgrounds Stn.	-58.09
6653	UPS Store	9/16/17 Inv#13110 shipping (radio)	201 Operating Supplies	-11.17
		9/22/17 Inv#13153 printing 2 @ \$9.25	201 Operating Supplies	-18.50
6654	U.S.Postal Service	1-roll postage stamps	220 Office Supplies	-49.00
6655	Valley Business Systems	Acct #J36727 1-HP131A black 10/5/17	220 Office Supplies	95.00
		Acct #J36727 1-HP131A yellow 10/5/17	220 Office Supplies	100.00
6656	WEX Bank	Truck #314	210 Gas, Diesel, Oil	-46.19
		Truck #301	210 Gas, Diesel, Oil	-286.71
		Truck #318	210 Gas, Diesel, Oil	-99.64
		Truck #327 wildland contract {partial}	210 Gas, Diesel, Oil	-1213.05
		Truck #326	210 Gas, Diesel, Oil	-37.64
		Truck #319 wildland contract {partial}	210 Gas, Diesel, Oil	-403.33
		Truck #324	210 Gas, Diesel, Oil	-57.90
		Truck #300	210 Gas, Diesel, Oil	-141.21
		Truck #316 wildland contract {partial}	210 Gas, Diesel, Oil	-74.33
		Truck #333 wildland contract {partial}	210 Gas, Diesel, Oil	-115.79
		Truck #308 wildland contract {partial}	210 Gas, Diesel, Oil	-43.70
		Truck #313	210 Gas, Diesel, Oil	-49.15
TOTAL CLAIMS – September, 2017				-5375.82

559850